

6-1212

8 October 1954

25X1A

MEMORANDUM FOR: Assistant to DD/I (Administration)

ATTENTION: [REDACTED]

FROM: Executive Secretary, Incentive Awards Committee

25X1A

SUBJECT: Employee Suggestion - Number [REDACTED]

*Dissemination of FOD Material**for 15 x 1 Cards*

25X1A

1. Transmitted herewith is a suggestion which has been submitted in accordance with CIA Reg. [REDACTED] Incentive Awards Program. Inasmuch as your staff is especially qualified to evaluate suggestions in this area of operations, it is requested that this suggestion be reviewed as to the possibility of adoption for improvement in Agency operations.

2. Please include in the evaluation an estimate of savings that might be realized through adoption of the suggestion. If no monetary savings can be estimated, note any improvements such as better morale or working conditions that you believe would result. If the suggestion is one that will result in savings over a period of years, the estimate should reflect the average annual savings. For your convenience, a form for the evaluation of the employee suggestion is attached.

3. Your assistance in furthering the improvement of Agency operations through your cooperation in this management improvement program is appreciated by the Committee.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

25X1A

Enclosure

*under FOD - 10 line*

Tabulated Information  
on  
FOREIGN DOCUMENTS DIVISION

May 1955  
TAB B-10

I MATERIALS

1. Primarily overt foreign-language  
serials
- (1) Everything available from Bloc  
(except Poland; selected)
- 25X1A (2) Selected from non-Bloc
- 25X1A
- From State (PPO program)  
Subscription  
Covert sources  
Contact Division (non-government  
sources)
- Per Requirements guided by NSCID  
Subcommittee and individuals
- Via CIA courier and Foreign Branch  
Library Mail, etc.
- Amounting to per day. 25X1A
2. Translations & reports from  
foreign language sources.
- 25X1C
- From IAC agencies  
Irregular, other government  
Irregular, outsiders
- Per Monthly reports (IAC)  
FDD inquiry (other government)  
Request on OO/C
- 25X1C
- Via Normal mail and courier
- Amounting to Reports on items carded  
(3 pp. and over) since 1945.  
Considered complete since 1950.  
Currently per month.  
Translations  
Copies: (Only those of authors  
[e.g., US firm] who wish to be  
unknown).  
FDD keeps no copies if available  
from translator.
- 25X1A
- 25X1A

II PROCESSING

[ FDD is a processing, not storing or filing operation; only those materials being exploited are retained, and, except for the translations index, only permanent files are their own publications.]

1. Serials

Sorted into technical and nontechnical, then by area.

25X1A

Analysts abstract, excerpt, or make bibliographical notes, per NSCID [REDACTED] requirement and personal requests; hold their notes until published (1 day to 1 year).

25X1A

Serials then to Library [REDACTED] Branch) who holds as FDD instructs; finally LC.

2. Translation index

3 x 5 manual-sort, by subject and author; some cross-referencing; subject is selected key words from title, not from standard subject list.

III SERVICES

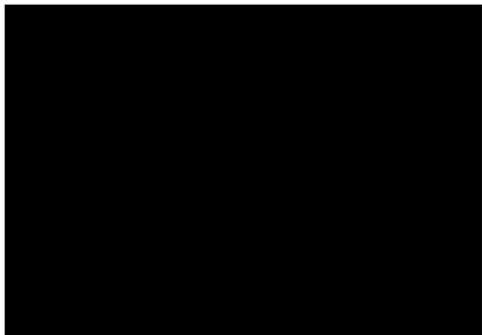
1. Exploitation

Personal contact - Analysts will advise by phone on discovery items known to be of interest to individuals or units.

Specific projects - Some manpower kept from standing requirements to handle; results communicated in requestor only memo.

Publications:

25X1A



2. Translation

Primarily for CIA, particularly DD/P; manpower and funds kept separate from those for exploitation; translation accomplished in Office and by contract.

Outpost maintained in Library (in "M" Bldg) for verbal translation assistance.

Monthly report on translations available or in process.

25X1A

Approved For Release 2001/08/07 : CIA-RDP81-00706R000300120079-7

**Next 2 Page(s) In Document Exempt**

Approved For Release 2001/08/07 : CIA-RDP81-00706R000300120079-7